



RHODE ISLAND RESEARCH ALLIANCE COLLABORATIVE GRANT AWARD GUIDELINES

October 2011

Submission Due Dates

Preliminary Proposal: November 21, 2011 (4:30 p.m. ET)

Full Proposal: January 26, 2012 (4:30 p.m. ET)

**Rhode Island Research Alliance
315 Iron Horse Way, Suite 101
Providence, RI 02908
rresearchalliance@riedc.com**

Contact

**Christine M.B. Smith, STAC Executive Director
csmith@riedc.com
T: 401.278.9197
F: 401.273.8270
W: www.stac.ri.gov**

TABLE OF CONTENTS

Introduction

- About STAC: Mission, History and Structure
- About Rhode Island NSF EPSCoR
- About the Rhode Island Research Alliance
- About the Collaborative Research Grant Awards
- Who May Apply
- Amount of Award
- Length of Award
- Submission Deadlines
- Preliminary Proposals
- Full Proposal Processing
- Award Announcement
- Program Contact
- Intellectual Property

Preliminary Proposal Instructions

- Format
- Submission

Full Proposal Instructions

- Conformance with Instructions
- Format
- Section Content
 - Face Page
 - Proposal Overview
 - Table of Contents
 - Project Summary
 - Project Description
 - Biosketches
 - Budget
- Supplemental Documents
- Submission
- Residual Funds

Processing and Review

- Review Criteria
- Award Notification

Post Award

- Award Letter
- Progress and Final Reports

Appendix

- Sample Face Page
- Sample Proposal Overview Page

INTRODUCTION

About the Rhode Island Science and Technology Advisory Council (STAC)

The Rhode Island Science and Technology Advisory Council (STAC) is a coalition of business, academic, medical and government leaders with the mission to recommend to state leadership strategic investments that drive economic development and job creation by maximizing the economic impact of research, technology and innovation. STAC initiatives support the state's research and development activities by promoting collaboration across institutions and encouraging entrepreneurship and new company creation through the transfer of new technologies and discoveries into the marketplace. STAC is the State Governing Committee for NSF RI EPSCoR.

About Rhode Island NSF EPSCoR

The National Science Foundation (NSF) founded the Experimental Program to Stimulate Competitive Research(EPSCoR) as a mechanism to foster research and economic development. Rhode Island became an EPSCoR jurisdiction in 2004. The overarching goal is to catalyze a network of life science research, education, and innovation. By supporting research infrastructure statewide, RI NSF EPSCoR aims to: Increase competitiveness for future funding; stimulate collaborative research; and enhance public understanding of scientific research. Rhode Island NSF EPSCoR partners with 9 academic institutions across the state as well as with secondary schools, government, and industry and supports three core Research Centers in Marine Life Science, Genomics, and Proteomics that are available to researchers and students statewide.

About the Rhode Island Research Alliance

To create stronger connections across the state's research organizations, STAC created the Alliance to serve as a platform for promoting collaboration, maximizing state and federal investment in research and enhancing the state's R&D-related economic development opportunities. This effort has resulted in the annual infusion of \$1.5 million in support for collaborative research and represents one of the most significant direct investments in research in state history, affirming the commitment of our state's leadership to strengthening Rhode Island's R&D capacity. By promoting collaboration among the state's research universities, research hospitals, corporations and government agencies, the Alliance supports current research activities, strengthens the ability of Rhode Island investigators to attract federal and corporate research investment for new projects and spurs economic development and job growth.

About the Collaborative Research Grant Awards

Collaborative grants are awarded to support a catalytic stage of inter-organizational, inter-disciplinary, collaborative research projects that are well positioned to attract substantial follow-on investment, have significant potential for technology development/commercialization, and/or advance bench-to-bedside and bedside-to community translational efforts or advance or leverage Rhode Island's core capacity for systems and design thinking.

Approximately \$1,500,000 in funding is available to support collaborative projects that propose work in the three core sectors identified by the [Rhode Island State Science and Technology Plan](#) as areas of strength for the State: marine sciences, life sciences and energy and the environment. Approximately \$800,000 of these funds are in collaboration with the RI NSF EPSCoR grant and will be dedicated to projects that focus on the research themes of RI NSF EPSCoR and/or utilize the existing three RI NSF EPSCoR Centers. Those themes are: marine life sciences, climate change effects on marine life especially in Narragansett Bay, and the use of technologies and approaches such as genomics, proteomics, cyber-infrastructure, bioinformatics, scientific visualization and computational biology to address the scientific questions at the heart of the RI NSF EPSCoR grant. More information on the RI NSF EPSCoR award can be found at www.riepscor.org.

Research Alliance funding provides a mechanism for teams of individuals to work together on important and promising research projects across Rhode Island's research colleges and universities, research hospitals, corporations and government agencies. Research Alliance funding is also used to support research infrastructure development.

Eligible projects must clearly lead to major new research opportunities that can be supported by federal agencies, corporations and/or foundations or contribute towards current or future economic development of the state through technology development and commercialization. Proposals must clearly show how the combined efforts of the institutions can lead to results that could not be achieved by either alone.

Who May Apply

Rhode Island research institutions, including higher education, academic, medical or business and government organizations, may apply for grant funding. Applications must be collaborative in nature and include investigators from at least two distinct entities as demonstrated by separate Tax ID (EIN) numbers. Each collaborative team shall include a Rhode Island institution of higher education or hospital. The University/College or a collaborating academic -medical partner shall serve as the prime grantee and the other entity(s) shall serve as the sub-recipient(s). Projects currently funded by the Research Alliance are not eligible for continuation funding. Submission of a revised proposal that was not previously selected for funding is acceptable.

Amount of Award

The maximum amount of any given award is \$200,000.

Length of Award

One calendar year from date of award.

Submission Deadlines

All applicants are required to submit an electronic copy of a preliminary proposal by November 21, 2011. An electronic copy of the full proposal is due by January 26, 2012.

A hard copy of the full proposal with original signatures of the investigators and the lead institution is required and must be submitted no later than February 2, 2012.

Preliminary Proposal Processing

Preliminary proposals are required for all submissions. Proposals will be reviewed for eligibility and suitability to the program's objectives. Following the review, a limited number of competitive teams will be invited to submit a full proposal. The principle investigator (PI) of the proposal will be notified as to whether the team is invited to submit a full proposal.

Full Proposal Processing

Funds will be awarded through an independent, competitive peer-review process. The competitive granting process will embrace review and evaluation criteria similar to those used by the National Science Foundation including intellectual merit and broader impacts of the proposal. A STAC subcommittee appointed by STAC co-chairs will determine the awards. Selection of awardees will consider the quality of the research as judged by peer reviewers, alignment of the proposed work with the Rhode Island Science and Technology Strategic Plan and the ability of the activity to support the development of competitive research infrastructure.

Award Announcement

The awards will be announced in March 2012

Program Contact

For any questions regarding the Collaborative Research Grant Award guidelines, please contact Christine M.B. Smith by email at csmith@riedc.com or by telephone at 401-278-9197.

Intellectual Property

Acceptance of this grant does not transfer any intellectual property rights. All information and findings derived from activities funded by Research Alliance grants remain the property of the grantee.

PRELIMINARY PROPOSAL INSTRUCTIONS

Format

A brief one to two page preliminary proposal should be submitted by November 21, 2011 which includes: 1) The name of the PI and a list of the team of investigators involved (including their names, titles, affiliated research organization and contact information); 2) the project title; 3) clear and concise statement of relation, if any, to research themes or Centers of RI NSF EPSCoR; 4) brief description of the project ; 5) expected outcomes; and 6) how this award will produce data or other results that will lead to major new research opportunities that can be supported by federal agencies, corporations and/or foundations, advance the project's potential for technology development and/or

commercialization, advance bench-to-bedside and bedside-to community translational efforts or advance or leverage Rhode Island's core capacity for systems and design thinking.

If the proposal is for infrastructure improvement the preliminary proposal should also specifically include: 1) why the instrument or equipment is a critical addition to Rhode Island's research platform; and 2) how it will significantly advance the research competitiveness of scientists in Rhode Island to secure additional funding.

Proposals should be typed, font size no smaller than 10 point with standard margins (at least one inch in all directions)

Submission

Pre-proposals should be emailed by November 21, 2011 to rresearchalliance@riedc.com. The subject line should read PI last name, first name, Pre-Proposal (i.e. Smith, Christine, Pre-Proposal). Submissions will receive confirmation of receipt and PIs will be notified whether their team is invited to submit a full proposal.

FULL PROPOSAL INSTRUCTIONS

Conformance with Instructions

Proposals should provide a concise, complete and clear description of the applicants' ability to meet the requirements set forth in the guidelines. It is important that all proposals conform to instructions and be complete. **Incomplete, late or unsigned applications will be ineligible and will not be reviewed.**

Format

Proposals should be typed, font size no smaller than 10 point with clearly marked pagination. Standard margins should be used (at least one inch in all directions). Sections to be included are listed below with an estimated length of each section provided for the PI's reference:

Face Page (one page)
Proposal Overview (one page)
Table of Contents (one page)
Project Summary (two pages)
Project Description (not to exceed 7 pages)
Biosketches (as needed)
Budget (as needed)

Section Content

- **Face Sheet** as supplied in the appendix of these guidelines listing project title, name, contact information and affiliated Rhode Island research institution for each principal investigator and co-principal investigator(s), name and contact information for administrative official to be notified if award is made and name and signature of institutional office submitting the proposal. **This Sheet must have the authorizing signature of the lead institution proposing the work. Scanned copies of the signatures will be accepted for electronic submission on January 26, 2012. Hard copies must be submitted no later than February 2, 2012.**
- **Proposal Overview** as supplied in the appendix of the guidelines clearly stating budget summaries (for each individual institution and aggregate); relation, if any, to research themes or Centers of RI NSF EPSCoR; expected outcome and catalytic nature of proposal. The Overview must also include an approved title and narrative description of the proposal suitable for use in the public press.
- **Table of Contents (one page)** listing all sections and pagination.
- **Project Summary (two pages)** written in the third person should be a self-contained description of the activity. It should include a statement of objectives and methods and clearly state the intellectual and other merits of the activity. This summary should include how the activity advances knowledge and understanding, the qualifications of the team to conduct the project and how the research activities will be integrated. It should also specifically explain how specific results or data generated by the project will increase the team's potential for commercialization and/or follow-on funding or how this activity enhances Rhode Island's state-wide research platform.
- **Project Description (not to exceed 7 pages)** clearly detailing the plan of work, the objectives of the activity, the intellectual merits of the activity, a clear description of experimental methods and procedures and plans for how this research will be used. It must also describe how it meets the specific collaborative and catalytic requirements of this grant regarding: how the combined efforts of the institutions can lead to results that could not be achieved by either alone; how the activity is catalytic in nature and will lead to major new research opportunities that can be supported by federal agencies, corporations and/or foundations; how the activity can contribute towards current or future economic development of the state through technology development and/or commercialization potential; how the activity significantly enhances efforts to secure additional EPSCoR awards (if appropriate); how the activity significantly advances the research competitiveness of scientists in Rhode Island for federal and/or other funding; how the activity advances state-wide research capacity.

- **Biosketches (as needed)** of principal investigator and co-principal investigator(s) should include professional preparation, appointment, publications and other activities.
- **Budget (as needed)** by institution for the duration of the research activities detailing all expenses including, when applicable, salaries and wages, equipment, travel and all direct costs. **No indirect cost charges are allowed**; funds may not be used for any indirect cost charges at any institutional partner in these grants. The budget must include a narrative justification of expenses. The narrative justification must stipulate a total budget figure for the project not to exceed \$200,000.00

Supplemental Documents

The following supplemental documents will be accepted:

- **Proprietary or Privileged Information:** Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the proposer, should be included in proposals only when such information is necessary to convey an understanding of the project. Such information must be clearly marked and appropriately labeled.
- **List of Suggested Reviewers or Reviewers Not to Be Included:** Proposers may include a list of reviewers who they believe are especially well qualified. Proposers may also designate an individual(s) they wish not to review the proposal and must indicate why.

Submission

Full proposals are due **January 26, 2012** by 4:30 p.m. ET. Final proposals should be submitted electronically through the online submission tool found on the RI STAC website, (<http://www.stac.ri.gov>). A direct link to the submission tool with instructions on how to use will be provided to all PI's invited to submit a full proposal.

A hard copy of the full proposal should be mailed to the attention of Christine Smith, RIEDC, 315 Iron Horse Way, Suite 101, Providence, RI, 02908. Hard copies of the full proposal should be submitted by **February 2, 2012**.

Applicants will receive a reply email confirming receipt of their full proposals. **Late, unsigned or incomplete applications will not be reviewed.**

Residual Funds

Residual funds shall be returned to the grantor.

PROCESSING AND REVIEW

Review Criteria

Proposals will be evaluated using two National Science Board approved merit criteria: the intellectual merit and the broader impact of the proposed research activity.

For intellectual merit, the proposal evaluation will consider how important the activity is to advancing knowledge or understanding within its own field or across different fields; how well qualified the team is to conduct the activity; to what extent the activity suggests and explores creative and original concepts and how well organized the activity is.

For broader impacts, the proposal evaluation will consider how well the proposed activity advances discovery and understanding; whether the project is catalytic in nature and has the potential to lead to major new research opportunities that can be supported by federal agencies, corporations and/or foundations; whether the proposed activity has significant potential for the attraction of substantial follow-on investment and/or technology development/commercialization; whether the proposed activity clearly shows how the combined efforts of the institutions can lead to results that could not be achieved by either alone; and whether the proposed activity advances state-wide research capacity.

In addition, proposals will be evaluated on the basis of how well the proposed activity advances the objectives of the Research Alliance including whether the proposed activity enhances efforts to receive additional awards and advances the competitiveness of scientists in Rhode Island; how broadly the outcome of the proposal will impact the greater public; how the activity complements other state-wide activities; and how the activity aligns with the core strengths identified by the Rhode Island Science and Technology Strategic Plan.

Award Notification

Awards will be announced in March 2012. Proposers will be notified by email of the success or declination of their grant request.

POST AWARD

Award Letter

Sponsoring institutions will be required to agree to all conditions regarding acceptance of the award including submission of required narrative and financial reports.

Progress and Final Reports

Progress and final reports will be required to assist the grantor in measuring how the expenditure of the grant 1) advances the research competitiveness of scientists in Rhode Island for federal funding technology development and/or commercialization potential; 2) advances collaboration across the state's academic and commercial research institutions; and 3) promotes current or future economic development. Progress reports will be

required on September 30, 2012 and March 31, 2013 stating the status of the research and any definitive results. A final report will be required no later than April 30, 2013.

APPENDIX

**Rhode Island Research Alliance Grant Application
RIRA-CA-2012
Proposal Face Page**

Project Title:

Principal Investigator (PI) Name & Title

Co-PI Name & Title

**Research Institution
Address**

**Research Institution
Address**

**Tel/Fax/Email
Signature**

**Tel/Fax/Email
Signature**

Co-PI Name & Title

Co-PI Name & Title

**Research Institution
Address**

**Research Institution
Address**

**Tel/Fax/Email
Signature**

**Tel/Fax/Email
Signature**

Lead Institution

**ADMINISTRATIVE OFFICIAL TO BE
NOTIFIED IF AWARD IS MADE**

**OFFICIAL SIGNING FOR APPLICANT
ORGANIZATION**

SIGNATURE & DATE

Assurances

The institution certifies that this proposal meets all eligibility requirements listed in the General Guidelines, and that all information contained in this application is true and correct to the best of its knowledge. The institution further certifies that it is in compliance with all applicable Federal, state and institutional regulations and policies relevant to the conduct of this project

**Rhode Island Research Alliance Grant Application
RIRA-CA-2012
Proposal Overview**

Project P.I. and Institution:

Project Title*:

Relation to research themes or Centers of RI NSF EPSCoR:

Brief Description:

Catalytic Nature of the Project:

Expected Outcomes (List):

Budgetary Information:

A. Primary Grantee:	Requested Funds
1. Personnel	
Professional	
Student	
2. Equipment	
3. Supplies/Materials	
4. Travel/Meetings/Other	
Primary Grantee Total	
B. Subcontract I:	
1. Personnel	
Professional	
Student	
2. Equipment	
3. Supplies/Materials	
4. Travel/Meetings/Other	
Subcontract I Total	
C. Subcontract II:	<i>(if present)</i>
1. Personnel	
Professional	
Student	
2. Equipment	
3. Supplies/Materials	
4. Travel/Meetings/Other	
Subcontract II Total	
TOTAL	

***The title of the project must be brief, scientifically or technically valid, intelligible to a scientifically or technically literate reader, and suitable for use in the public press.**